



**WEARE BOARD OF FIRE WARDS
MEETING MINUTES
Monday, September 13, 2010
Final Copy**

PRESENT: Jon Osborne, Chairman; Frederick W. Hippler, Vice Chairman; Steve Roberts, Dave Hewey, Scott Dinsmore, Bill Tiffany, Sheila Savaria, Recording Secretary

GUESTS: Jan Snyder, Nick Manolis

I. CALL TO ORDER

Jon Osborne called the meeting to order at 6:30 at the Safety Complex.

II. ADMINISTRATIVE ITEMS:

Nick Manolis from Primex spoke with the board about the services they could provide to assist in the process of hiring a Chief for next year. Primex will help create a step-by-step process for hiring, at no extra cost to the fire department. The Board of Fire Wards is responsible for seeking out applicants, reviewing resumes, doing interviews, and conducting background checks.

Primex's four stage process:

1. Preparing. Mr. Manolis will meet with the board and help them to clearly articulate what they are looking for in the position.
2. Recruiting. Mr. Manolis will assist in drafting a job ad and suggest places to post it. Also, he can help screen candidates with a resume rating form to identify the top candidates.
3. Selection. Mr. Manolis can help to find the reasonable number of people to interview based on the resumes received at the fire department, then move to personal interviews. Also, he can help form interview panels, make rating forms, and can sit in on interviews to assure they are going as planned.
4. Transition. After selecting the right candidate for the position, Mr. Manolis can discuss goals with them and the board, and follow up with them to see if they have achieved the set goals.

The board agreed they would use Primex's help to seek out a new Fire Chief, and would start ASAP. They will begin with drafting a job description.

Job Description: The board reviewed a job description from another town and made changes to fit their needs. The board agreed they should research similar towns in terms of size, population, number of calls, budget, etc, to see how they compare in order to determine reasonable expectations for this position.

The next work session will be held on September 23, 2010 at 6:30pm at the Safety Complex if Mr.

Manolis from Primex gets them the 'menu' of services they provide by that date.

The next regular meeting is October 11, 2010 at 6:30 pm at the Weare Town Offices Building.

III: ADJOURNMENT:

As there was no further matters to be discussed at this work session, the meeting ended at 7:45pm.

Respectfully submitted,

Sheila Savaria
Minute Taker